CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR DEPARTMENT HUMAN RESOURCES ANALYST - 1365

DEFINITION:

Under direction, to perform the more difficult and responsible professional human resources work in one or more departments; to act as lead analyst, coordinating the activities of other analysts and subprofessional personnel; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey class in the Department Human Resources Analyst series. This class is distinguished from the Associate Department Human Resources Analyst, the journey-level class, in that Senior Department Human Resources Analysts perform the more difficult and complex professional human resources work and lead the work of other professional staff.

* **EXAMPLES OF DUTIES:**

- Provides guidance, training, and assistance to department management and employees on human resources issues;
- Gives guidance and assistance to, and may lead the work of, one or more analysts or subprofessional personnel;
- Conducts and reviews the more sensitive departmental equal employment opportunity (EEO) and/or disciplinary fact-finding investigations;
- Develops discipline packages for all levels of discipline up to and including terminations;
- Develops interview packets and participates in the more complex Appointing Authority interview processes;
- In conjunction with Human Resources, develops complex department programs and conducts training related to EEO, Sexual Harassment Prevention, Threat Management, and the Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA)/Pregnancy Disability Act (PDA);
- Counsels department employees and researches and interprets various City policies and procedures such as Civil Service Rules, Personnel Manual, Administrative Regulations, Memoranda of Understanding (MOUs), Department Instructions, and Federal and State laws and legal guidelines;
- Serves as a department liaison to the Personnel Department, Risk Management, Human Resources, and labor organizations;
- Assists in the development of position classification requests for submission to the Personnel Department;
- Conducts special studies and investigations;
- Prepares reports and correspondence.

MINIMUM QUALIFICATIONS:

Please note: The minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units); **AND** three (3) years of full-time professional human resources experience. A minimum of one year of qualifying experience must have been performed at a government agency. Qualifying professional human resources experience must include responsibility for conducting professional level studies to identify problems and/or formulate recommendations in at least one of the following areas: 1) labor relations/negotiations; 2) reviewing, developing, and conducting selection/interview processes; 3) interpretation of administrative or personnel regulations to the public, management, and/or employees; 4) organizational effectiveness and productivity studies; 5) administration of human resources programs related to employee benefits, medical placement, light duty, workers' compensation, rehabilitation, or retirement; 6) misconduct/equal employment opportunity fact-finding or similar investigations; 7) classification/compensation studies and surveys; and/or 8) employee relations and development. A Master's Degree in Human Resources Management, Public Administration, Industrial/Organizational Psychology, or a closely related behavioral science degree may be substituted for a maximum of one year of the required experience.

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* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.